



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SENIOR CLERK

Posting Number

PN# 110568

Department

Municipal Courts Administration

Division

Court Services

Section

All Sections

Reporting Location

1400 Lubbock

Workdays & Hours

All Shifts, days, and holidays*

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs complex clerical and general office functions, including preparing, scanning and maintaining records and files of court transactions. These duties may include: researching, retrieving and filing documents; verifying data to ensure accuracy; operating various office machines such as typewriters, copiers and computers; general data entry activities from source documents. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.

WORKING CONDITIONS

The position occasionally requires stooping or bending, occasionally lifting up to 20 pounds may be required. Positions may be in general office conditions, warehouse environment, or mailroom environment.

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through nine to eleven years of formal schooling. No special knowledge of any subject area or technical field is required.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of clerical experience is required.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

Heavy customer service experience; prior court, legal or paralegal experience. Prior experience with Court policies and procedures; proficient in Windows and Microsoft Office environment (Word, Excel, Outlook, etc.).

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer and the applicant must successfully complete a computer skill assessment evaluation

SAFETY IMPACT POSITION

[] Yes [X] No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 8

\$666 - \$1,098 Biweekly \$17,316 - \$28,548 Annually

OPENING DATE

May 17, 2006

CLOSING DATE

May 23, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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